

Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140036-6

REPORTS INVENTORY

DDS/OTR/SIWA-8

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Course Schedule Projections

2. TYPE OF REPORT

STATISTICAL
☒ NARRATIVE
MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL ☒ TRAINING
LOGISTICS ☐ SECURITY
MEDICAL ☐ FINANCE

ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED

25

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Semi-annually

6. DISTRIBUTION (No. of components not number of copies)

6

7. FORMAT (memorandum, form computer print-out, etc)
Listing

8. ADP PROCESSING

YES ☐ IF YES GIVE ADP PROCESSING NO.
X NO ☒

9. DIRECTIVE AUTHORITY REQUIRING REPORT

OTR 25-1, "Training Records & Registration"

10. PREPARING COMPONENT (include lowest level contributing information to report)

C/SIWA

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
2 (WAF and IF), memos with same title

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
16	\$14.50		2		\$29.00		2		\$58.00